



**Montana Legislative Services Division**  
**Communications Office**

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## **Media Registration for Capitol Access Pass**

### **Instructions**

1. To register as a member of the news media for the 2013 legislative session, please fill out this form completely and take it to the K'Lynn Sloan Harris, Legislative Audio-Video Coordinator, Room 173 of the Capitol. You must present a photo id to complete the approval process. Once your application has been approved, you will receive a guide to covering the Legislature that includes additional information on legislative standards and rules, as well as a referral to the General Services Division of the state Department of Administration.
2. Present this form, signed by Ms. Sloan Harris or a designee, to the General Services Division, Old Livestock Building, Room 208, 1310 East Lockey, Helena. For a \$6 fee, GSD will take your ID photo and supply you with your access pass. GSD's regular business hours are 8 a.m. - noon and 1 p.m. - 5 p.m. weekdays. They are closed on state holidays during the legislative session (January 21 & February 18).
3. Please wear this pass at all times in the Capitol during the legislative session. Access to the chamber floors is controlled by the respective sergeant-at-arms and legislative leadership. If you have any questions, please visit with the appropriate sergeant-at-arms.

### **Please Print**

Applicant's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

### **Applicant Contact Information:**

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

I acknowledge that access to the House and Senate chambers is a privilege accorded to the media by legislative leadership. I agree to abide by the rules and standards of behavior established by the presiding officers of the House and Senate, as outlined in the guide "Covering the Legislature" and as summarized on the attachment to this form. I understand that failure to abide by these rules and standards may result in the suspension or revocation of my access pass at the discretion of the presiding officer.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Legislative Audio-Video Coordinator/Designee

\_\_\_\_\_  
Date

☐ Verification of Photo ID \_\_\_\_\_

## **Standards for Access to the House and Senate Chambers**

Access to the House or Senate floor is a privilege governed by the Joint, House, and Senate Rules. The presiding officers of the House and Senate may delegate authority to the Chief Clerk of the House, the Secretary of the Senate, or the Sergeant-at-Arms to determine the amount and location of space provided for the media, as well as the expectations for decorum.

Media access may be limited to specified areas and, when the specified space is occupied, access to the floor may be denied. Media may monitor proceedings from the public galleries. Accommodations have been made in the Senate gallery for audio feeds. Photographers may need to make alternative arrangements with the sergeant-at-arms if they wish to take photographs from parts of the chamber outside of the designated media space.

Decorum is defined as behavior or activities on the chamber floor that demonstrate respect for the legislative institution and process and for legislators' attention to the activities of the floor session. Inappropriate behavior may be cause for removal from the chamber floor and potential loss of privileges. Inappropriate behavior includes interrupting a legislator or proceeding and using loud communication devices. Appropriate dress is business attire that conforms with legislative attire. Content of a media representative's coverage is not considered to be an issue of decorum.

Members of the news media may not lobby legislators on the floor of a chamber. A distinction is made between lobbying, which is not permitted on the floor, and testifying on a bill during a committee hearing. Testifying on a bill in front of a committee is considered part of an individual's right to free speech.